



Event Request Form for DGS Participation

Event location: latitude:

longitude:

Date of event:

Time of event:

Name of event:

Location of event:

Event address:

(include city, zip code)

Event sponsor(s):

Registration

information/link:

Contact name:

Contact email:

Contact phone number:

Overview information:

*(include purpose of
event, audience)*

DGS role requested: ☐ exhibiting ☐ workshop ☐ matchmaking ☐ panelist ☐ speaker
☐ other *(describe)*

Projected number of attendees:

Number of DGS staff requested:

Sponsorship cost/exhibiting fee requested:

All items on this form must be complete before DGS Outreach can submit to management for approval to attend.
